ABOUT YOUR TOUR

We are looking forward to your visit with us at the Albuquerque Museum. Your tour will be led by our Museum Gallery docents, education volunteers who devote many hours of study and preparation to make your visit an enjoyable learning experience. We do have some requests from you:

- 1. If you need to cancel your tour, or have bus problems, please call Museum Education at 243-7255, as soon as possible.
- 2. Your docent will be calling you several days before your tour to discuss its contents.
- 3. Please arrive promptly at the appointed time to avoid conflict with another tour group. We have scheduled tours beginning every hour on the hour. Your tour will have to be cut short if you arrive late. STOP at front desk, even if your docent has greeted you, our admission desk personnel must check your group in.
- 4. Student nametags are encouraged so that the docent can call each child by name.
- 5. Please assemble your group before entering the Museum and arrive in an orderly fashion.
- 6. Groups larger than 20 students will probably be divided by the docents to create a better learning atmosphere. There is a required ratio of 1 adult (teacher or chaperone) per 8-12 students, depending on age. There will be admission fees for additional chaperones.

ADMISSION FEES: \$4/Non-NM Resident, \$3/NM Resident, \$2/senior (65+), \$1/child (ages 4-12, non-class member) Admission is free to children 3 & under, and to Albuquerque Museum Foundations members

- 7. It is important to understand responsibilities between you and your docent: **Teachers and parents** are responsible for staying with the students throughout their museum tour. It is their role to maintain discipline and keep the students together within their groups for the tour. **Docents** lead the tour and share information with the students. The **security officers** located throughout the museum are responsible for protecting the art and history objects. They will assist with emergencies, but are not responsible for maintaining the discipline of your group.
- 8. Please tell your students in advance about appropriate "manners" in art and history museums. Objects in art and history museums cannot be touched.

Art works are original, one of a kind in the whole world; history artifacts are rare as well. Fingerprints leave oil deposits, which are destructive to objects. You can make this point to your students by touching a mirror or glass surface and then showing the fingerprints left on the surface. (When museum workers have to touch objects or move them, they wear special white gloves.)

Your docent will reinforce this with the students. If "hands-on" materials are provided, you will be told what can be touched.

If you want to have special topics be included in your tour, please discuss this with your docent. If there is a planned assignment, please make the necessary adjustments with the docent. The students are allowed to carry a **pencil** into the galleries. Students are not allowed to carry backpacks, food or beverages (including water) into the galleries, if possible, leave these items in your vehicle(s). The use of cell phones in galleries is not allowed.

- 9. Also students must walk slowly and talk quietly. Other visitors are present in the galleries too.
- 10. Tours generally last 45 to 50 minutes.

By observing these "Museum Manners," your students can have an enjoyable learning experience.

Thanks so much for your cooperation.